



## Capitol Region Watershed District

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**June 2, 2021 Board Meeting**  
APPROVED

**Regular Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 19, 2021, 6:00 p.m.** (Regular Meeting) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

### REGULAR MEETING MINUTES

#### I. A) Call to Order of Regular Meeting (*President Joe Collins*)

##### Managers

Joe Collins, remote  
Shawn Murphy, remote  
Rick Sanders, remote  
Hawona Sullivan Janzen, remote  
Mary Texer, remote

##### Staff Present

Anna Eleria, CRWD  
Bob Fossum, CRWD  
Rachel Funke, CRWD  
Michelle Sylvander, CRWD  
Elizabeth Hosch, CRWD  
James Mogen, Ramsey County Atty

##### Public Attendees

Bob Simonet, CAC  
Joey Diederichs, Civil Site Group

#### B) Review, Amendments and Approval of the Agenda.

Mr. Fossum requested that Unfinished Business item B. Seminary pond be removed from the agenda.  
Mr. Fossum requested that Midway Peace Park be added as an update.

**Motion 21-100:** *Approve the Agenda of May 19, 2021 as amended.*

Murphy/Sanders  
Unanimously Approved

#### II. Public Comment

President Collins asked Mr. Fossum if there were any public comments. Mr. Fossum replied that there have been no public comments made.

#### III. Permit Applications and Program Updates

##### A) 20-007, Xcel Energy County Road B – Closure (Hosch)

Ms. Hosch reviewed permit #20-007 for Xcel Energy County Road B. This permit was issued for the replacement of an existing gas pipe along County Road B between McMenemy and Rice in Maplewood. This was the earlier phase of work recently approved for 2021 construction. A variance from Rule C –

Stormwater was granted. Work is complete and the site is stable. \$2,000 surety is available to return. President Collins asked if there were any questions or comments. There were no questions or comments.

**Motion 21-101:** *Approve \$2,000 surety return and Certificate of Completion for permit #20-007, Xcel Energy County Road B.*

Murphy/Sanders  
Unanimously Approved

B) 20-019, Marshall and Finn Apartments – 2nd Amendment (Hosch)

Ms. Hosch reviewed permit #20-019 for Marshall and Finn Apartment. The applicant, Fairway Property Management, submitted an amendment to previous approval for demo of existing single-family homes for construction of proposed townhomes and apartments. Permanent stormwater management consists of one underground infiltration basin and one proprietary Kraken filtration device with retention system. The applicable rules are Stormwater Management (Rule C), Flood Control (Rule D), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 1.7 acres with 0.76 acres impervious surface. President Collins asked if there were any questions or comments. There were no questions or comments.

**Motion 21-102:** *Approve permit #20-019 Marshall & Finn Apartments 2<sup>nd</sup> Amendment with 2 Conditions:*

1. *Revise Kraken standard detail on Sheet C5.4 to include the invert elevation of the filter chamber orifice. The invert of the filter chamber orifice must be at or below the low outlet elevation (184.25) of the Underground Chamber Retention System 1 to ensure the system completely draws down.*
2. *Revise stormwater management design to satisfy CRWD freeboard requirements and resubmit HydroCAD model accordingly. The low opening of the adjacent structure does not have 2 feet of freeboard from the 100-year HWL or 1 foot of freeboard from the EOF. Consider lowering the 100-yr HWL to 186.81 or lower based on the following modifications:*
  - a. *Increasing Node 1P outlet device #2 orifice from 4 to 5 inches.*
  - b. *Decreasing Node 1P outlet device #3 weir elevation from 187.15 to 186.40.*
  - c. *Decreasing Node 3P outlet device # 2 weir elevation from 187.15 to 186.40*
  - d. *Increasing the 7 LF HDPE Storm pipe and downstream pipe diameter from 15” to 18”.*
  - e. *Adding additional storage to the east of the proposed system while maintaining necessary pipe cover.*

Murphy/Sanders  
Unanimously Approved

C) 20-036, Lexington Apartments – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-036 for Lexington Apartments. The applicant requested an extension to the 60-day review period prior to the expiration. The applicant has requested the additional time to

complete the permit requirements. President Collins asked for any questions or comments. There were no questions or comments.

**Motion 21-103:** *Approve 60-day review period extension for Permit 20-036 Lexington Apartments to expire July 21, 2021.*

Murphy/Sanders  
Unanimously Approved

#### **IV. Special Reports – No Special Report**

#### **V. Action Items**

- A) AR: Approve Minutes of the May 5, 2021 Board Workshop and Regular Meeting (Sylvander)

Manager Texer noted a couple of typos to be corrected. Manager Sullivan Janzen noted a spacing error on the first page.

**Motion 21-104:** *Approve the Minutes of May 5, 2021 Board Workshop and Regular Meeting with amendments.*

Murphy/Sanders  
Unanimously Approved

- B) AR: Approve Accounts Payable/Receivable for April 2021 (Sylvander)

President Collins asked for any questions. Manager Murphy asked about the exterior cameras. Ms. Sylvander replied that the exterior cameras have been installed and are now active.

**Motion 21-105:** *Approve April 2021 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Murphy/Sanders  
Unanimously Approved

- C) AR: Approve Watershed Based Implementation Funding (Doneux)

Mr. Fossum reviewed that in FY 2018-19 Clean Water Fund (CWF) - Watershed-based Funding Pilot Program (WBIF), allocations were made to County based convene group of LGUs. The group had to determine if funding were to be distributed on a collaborative or competitive basis and the funding distribution formula. In the FY 2020-2021 CWF - Watershed-based Funding Pilot Program, allocations were made to watershed based convene group of LGUs. These groups again had to determine if the process would be collaborative or competitive and a funding distribution formula. What changed in this biennium was the addition of SWCD Annual Work Plans as eligible plans under this program. BWSR has held two meetings this late winter/spring to gather input on the next biennium of funding.

Mr. Fossum explained that since the beginning of the year, there have been a series of different meetings that have directly or indirectly focused on the WBIF. Through these discussions, Metro area Administrators believe that it would be useful to both Metro Watershed Organizations and BWSR if MAWD and local watersheds recommend a funding policy approach rather than respond or react to a state enacted policy. Metro Administrators have helped draft a recommended policy analysis and approach that was submitted to the MAWD Board. On May 3rd, the MAWD Board endorsed the Policy Analysis and Recommendations - Metro Watershed Based Implementation Funding. The core policy recommendation from this analysis is: *“Funding distributed to organizations with state approved comprehensive, multiyear 103B watershed management plans that deliver on multijurisdictional priorities at a watershed scale.”*

Mr. Fossum shared that staff recommend that the CRWD Board draft a letter and be sent to BWSR in support of MAWD. President Collins provided an explanation of the One Watershed, One Plan and why this does not work in the metro area. Ms. Eleria added that this makes the most sense statewide. Ms. Eleria added that CRWD has spent over 2 years developing the watershed management plan. The watershed management plan was reviewed with the city’s comprehensive plans to make sure these plans correspond. President Collins asked Mr. Fossum if he had any comments to add. Mr. Fossum replied that this is about how to provide funds for local implementation. President Collins asked Ms. Funke if she had any comments. Ms. Funke had no additional comments. Manger Texer added that MAWD approved and endorsed this idea too. President Collins shared that he has had several informal conversations with BWSR administrators, and he feels good about sending a letter.

**Motion 21-106:** *Authorize Administrator to submit letter of support of MAWD WBIF Policy Analysis and Recommendation to be signed by Board President.*

Murphy/Sanders  
Unanimously Approved

D) AR: Authorize Public Comment Period for 2020 MS4 Annual Report (Funke)

Ms. Funke reviewed that as a regulated operator of a small municipal separate storm sewer system (MS4), CRWD is required to prepare and submit an annual report of activities and accomplishments associated with its stormwater pollution prevention program (SWPPP) by June 30th to MN Pollution Control Agency (MPCA). CRWD must solicit public comment on the MS4 annual report and hold an annual public meeting to present the SWPPP activities and accomplishments made each year.

CRWD staff have summarized CRWD’s stormwater management activities and accomplishments in 2020 in an MS4 Annual Report Form provided by MPCA and CRWD’s 2020 Annual Report submitted to BWSR earlier this year. CRWD staff propose that the 30-day public comment period on CRWD’s 2020 SWPPP work commence on May 24th and end on June 23rd and the public meeting for presenting this work occur at the June 16th Board meeting. Announcements of the public comment period and public meeting will be published in the Saint Paul Pioneer Press and CRWD’s website. The 2020 MS4 Annual Report will be available on CRWD’s website and will be included in the Board packet for the June 16th meeting. President Collins asked for any questions or comments. There were no questions or comments.

**Motion 21-107:** *Authorize public comment period on CRWD's MS4 Annual Report for 2020; and approve the June 16th, 2020 Board meeting as the public meeting date for the annual report.*

Murphy/Sanders  
Unanimously Approved

E) AR: Approve Updates to the Stewardship Grant Program (Eleria)

Ms. Eleria shared that for over 15 years, CRWD's Stewardship Grant Program has offered technical and financial assistance to property owners interested in implementing stormwater best management practices (BMPs) on their property. To date, nearly 300 BMP projects throughout the District have been constructed voluntarily through the Stewardship Grant Program. This has resulted in treating 77 acres in the District and reducing stormwater volumes by over 5,200,000 cubic feet annually. In addition, approximately 22,000 pounds of sediment and 55 pounds of phosphorus are prevented from reaching the Mississippi River each year through Stewardship Grant projects. The Planning, Projects, and Grants (PPG) Division administers the Stewardship Grant Program. Periodically, PPG staff evaluates and updates the grant program with the last one conducted in early 2018. Over the past winter, PPG staff have reviewed the Stewardship Grant Program and are suggesting changes to the program with the goals, themes, and priorities of the recently adopted Watershed Management Plan (WMP) and Diversity, Equity, and Inclusion Plan in mind. The changes to the program fall under three main categories:

- Consolidating the Stewardship Grant Program, typically for clean water projects less than \$40,000, and the larger Water Quality Capitol Improvement Grant Program, typically for projects between \$40,000 - \$200,000, into one grant offering. The purpose for the consolidation is to be more efficient with staff time, minimize confusion about CRWD's grants, and offer clean water project grants year-round.
- Offering small grant awards for native landscaping and pollinator habitat projects in CRWD's geographic focus areas – Trout Brook, Saint Anthony Hill, and Phalen Creek sub watersheds. The intent of this new grant type is to aid with implementation of other ecologically beneficial projects that may have broader appeal in the focus areas and be more feasible to implement than rain gardens or other clean water projects that have certain site and design criteria.
- Offering small maintenance grants to recipients of a CRWD Stewardship Grant. Feedback received from a 2018 survey to past grantees, previous rain garden maintenance workshops and WMP development process indicated that more maintenance support from CRWD is desired.

Ms. Eleria explained how CRWD staff are proposing to offer three types of grants under the Stewardship Grant Program. The three types of grants are: 1) Clean Water Project Grants; 2) Native Landscaping Project Grants; and 3) BMP Maintenance Grants. Ms. Eleria reviewed a summary table presents each grant's purpose, watershed management plan reference, eligibility requirements, grant award ranges, match requirements, and timelines. Ms. Eleria provided the board with a draft grant overview documents that further describe these three grant types offered under CRWD's Stewardship Grant Program. These documents will serve as the basis for grant outreach materials. Besides these three grant types, CRWD will continue to offer grants for planning of larger clean water projects and well-sealing projects. No changes are proposed to those two grant types. PPG staff are working with Communications and Engagement staff to develop a plan for Stewardship Grant Program

outreach/promotion activities in 2021 and 2022. Activities will include participation in community events, outreach to past and current Partner Grantees, places of worship, Saint Paul District Councils and other community groups and translation of grant information materials. CRWD staff presented the proposed grant program updates to the Board Program Committee and the Community Advisory Committee. Ms. Eleria reviewed feedback in a grant program summary table. Ms. Eleria provided a review of the Stewardship Grant program and the types of projects included in the program. A higher grant award is provided to projects that service a larger area. Ms. Eleria referenced the Watershed Management Plan and provided several examples of how the grants support several goals in the plan.

President Collins added that the plan looks workable. Ms. Eleria asked for any questions. Manager Murphy asked how a pollinator habitat ties in with CRWD mission to protect water quality. Ms. Eleria replied that many of the pollinator plants are native and used in absorbing rainwater runoff. Ms. Eleria added that other watershed districts offer grants for native landscapes. Mr. Fossum added that this type of work is outlined in CRWD's ten-year plan. President Collins added that pollinator gardens provide an educational opportunity. Manager Texer and President Collins felt Ms. Eleria did a great job. Ms. Eleria replied that it has been a team effort. President Collins asked for any additional questions or comments. Manager Sanders replied that this makes CRWD full service by making sure plants are being taken care of and education is being provided to grant recipients on weeds and plant identification. Ms. Funke added that maintenance has been taken into consideration. Manager Sullivan Janzen inquired about a homeowner selling a home, and if there is an approach to following up with new homeowners and their ability to maintain the grant project. Ms. Funke replied that this year is a pilot year in looking at how to expand and assist homeowners with use of other approaches. Ms. Funke noted that CRWD has resources to volunteer groups that could assist as part of their volunteer hours. Ms. Funke added that right now, sites are managed case by case. Manager Sullivan Janzen suggested that grants be given one time for single family homes. Manager Sullivan Janzen shared concerns about a new homeowner not having the knowledge of caring for a raingarden and gardens not being taken care of properly. If a raingarden were to fall into poor condition, this would be a poor reflection on the district. Ms. Eleria noted that a curb cut raingarden would be eligible for a maintenance grant. Manager Sullivan Janzen noted that plant swaps have been discouraged because of jumping worms. Ms. Funke agreed that plant swaps have been put on pause for this reason. President Collins asked for any additional questions.

**Motion 21-108:** *Approve updates to Stewardship Grant Program.*

Murphy/Sanders  
Unanimously Approved

## **VI. Unfinished Business**

### **A) HMGP Grant Update – TBI Detailed Modeling (Eleria)**

Ms. Eleria provided an update of the Hazard Mitigation Grant Program (HMGP) Grant on behalf of Mr. Zwonitzer. CRWD has been awarded a grant for \$375,000. Mr. Zwonitzer has been working with Barr Engineering. This is New Grant program that was recommend to CRWD by Wenck. Staff are currently working on the grant agreement and work plan. Ms. Eleria explained that a kickoff meeting will be held with seven government partners to review the scope of work and make a data request.

Ms. Eleria explained that the Grant will cover 75% of the cost of the project. CRWD will approach the partners and City of St. Paul to cover remaining 25%. Manager Texer remarked that City of St. Paul should have a contribution to the project. Ms. Eleria shared how the cities will benefit from the data provided by the model. President Collins asked if staff time would count as contribution. Ms. Eleria replied that there is a long list of data contributions required by the cities. Ms. Eleria shared that flooding concerns are a priority, and that partners have requested assistance. Mr. Fossum added that partners need to see the value of the modeling effort to identify problems and projects. President Collins stated this is great work and recalled cities talk about potential flooding when making the ten-year plan.

B) Midway Peace Park Update (Eleria)

Ms. Eleria shared an update with the Board of Managers about the Midway Peace Park. Ms. Eleria shared that an in-person outdoor celebration will be held on June 15<sup>th</sup> at 3:00 PM. A short formal program will follow at 4:00 PM. Ms. Eleria will follow up with additional details. A Board Manager will most likely be asked to speak at the celebration.

**VII. General Information**

A) Board of Managers' Updates

President Collins asked if Manager Texer would facilitate the June 16<sup>th</sup> meeting. Manager Sanders along with CAC member Tom Elko were at McCarron's beach, reaching out to residents and answering questions about rain gardens.

**VIII. Next Meetings**

- A) Wednesday, June 2, 2021 5:00 PM - Workshop and Regular Meeting– **Electronic Only**
- B) Wednesday, June 9, 2021 7:00 PM- CAC Meeting – **Electronic Only**, Manager Murphy will attend this meeting.
- C) Wednesday, June 16, 2021 6:00 PM – Regular Meeting – **Electronic Only**, President Collins will be absent

**IX. Adjournment**

**Motion 21-109:** *Adjournment of the May 19, 2021 Regular Board Meeting at 7:32 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander